

**SECRET**

20 JAN 1956

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Position Standard for Records  
Management Series, GS-0306.00

REFERENCE : CIA Regulation [ ] Position Analysis

25X1

1. The attached position standard is forwarded for your review and comment.

2. This standard was developed as a part of the program to determine and define the various categories and classes of positions in the Agency. In order to ensure correctness and adequacy of the material the advice and assistance of the Records Management Staff was secured during development.

3. Included in the standard are an introductory narrative portion containing occupational information and qualification requirements, and a series of evaluation charts establishing the characteristics of the various classes.

4. Sufficient copies are included for review by the official of your office who is primarily interested: Chief, Records Management Staff. In order that the standard may be published and available for your use as soon as possible, it is requested that your reply be submitted within fifteen days.

[ ]  
Harrison G. Reynolds/  
Director of Personnel

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Attachment:

Position Standard for Records Management Series (2)

JAN 24 1956

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